

Input on Library Procedures addressed in the current document:

In 'Use of Library Space' section B.2. and 'Library Collection Development' sections G.1. and H.2.d., the language "Director of Library Services" is used. Will there still be a 'Director of Library Services' seeing as the posting is for 'Associate Provost, Library and Learning Commons'?

In 'Borrowing of Library Materials' section D.1. Media Reserve "may be borrowed for a five-day loan" change to "may be used by students for the time period specified by the instructor, up to five days." In section D.2. strike "Media Reserve" from second bullet. Possibly add Reserve and Media Reserve bullets to mirror student borrowing.

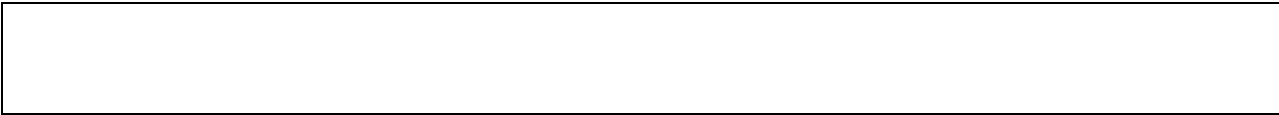
In 'Reserve Collections' section II.A.1. Interlibrary loaned books and "videos" change to "media." In section II.B.4. change "up to 7 days" to mirror circulation procedure "up to ten days or for media items up to five days."

Strike II.B.5. as this is an internal issue and does not need to be included nor is it current. In section II.C.2. change "verbally" to "in person." In section II.C.3. change "for 3-day and 7-day materials" to "for materials that check out overnight." In section II.D.3. change "The Library will recall items" to "The Library will recall regularly circulating items." In section II.D.4. change "day" to "week" because we are not open the day after the academic term ends.

In 'Interlibrary Loan Services' section II.2. change "charged out" to

Revised Library Procedures for Senate Review

- € 4101 - Library Services
- € 4103 - Grants and New Academic Programs
- € 4109 - Use of Library Spac^
- € 4121 - Library Collection Development
- € 4124 - Headliners Awards Materials
- € 4134 - Borrowing Library Materials
- € 4136 - Reserve Collections
- € 4137 - Interlibrary Loan Service



The Procedure has been updated as follows:

- € Matched homepage.

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Procedure Administrator: Associate Provost
Authority: N.J.S.A. 18A:64-8
Effective Date: March 21, 1978; February 10, 2011; TBD
Index Cross-References:
Procedure File Number: 4101
Approved By: Dr. Harvey Kesselman, President

PROCEDURE:

- A. The Richard E. Bjork Library serves the University community by offering services, materials, facilities and access to information necessary for study and research, the sum of which advances the University's goals of excellence in teaching and dedication to learning.
- B. To this end, all library collections and services are open and available for use by students, faculty, staff, and community borrowers within established guidelines.
- C. Services of the library include:
 - a. Developing, organizing and making available collections of information resources that support the curriculum, including archival materials on the history of the University and southern New Jersey.
 - b. Teaching students to locate, analyze, and evaluate information resources needed to complete assignments and projects.
 - c. Offering reference assistance to the University community.
 - d. Assisting the University community in acquiring skills in the use of library and information resources. Providing suitable spaces that support learning, connect patrons to our services and collections, and are accessible to all.
 - e. Maintaining statistical records detailing the use, services, acquisitions and inventory of the library.
 - f. Assisting with technology needed to sustain current pedagogies and practices.

Procedure 4103: Grants and New Academic Programs

Summary of Key Changes

The Procedure has been updated as follows:

- € Assessment of library resources is embedded within new program
As such, it

Review

The Procedure has been updated as follows:

- € Update title of the procedure administrator.
- € Include reference to the online booking system used for reserving group study rooms.
- € Update language about accessibility.
- €



Procedure Administrator: Associate Provost

media materials. They may be used for other purposes only when there is no one wishing to use them for their intended purposes.

3. Carrels and other library furniture modified for individuals with accessibility needs are reserved for their use.
4. The library assumes no responsibility for personal or other belongings left in the public access areas.
5. The library does not assign space to individuals for extended study.
6. If an individual must leave the library for a short period and wishes to

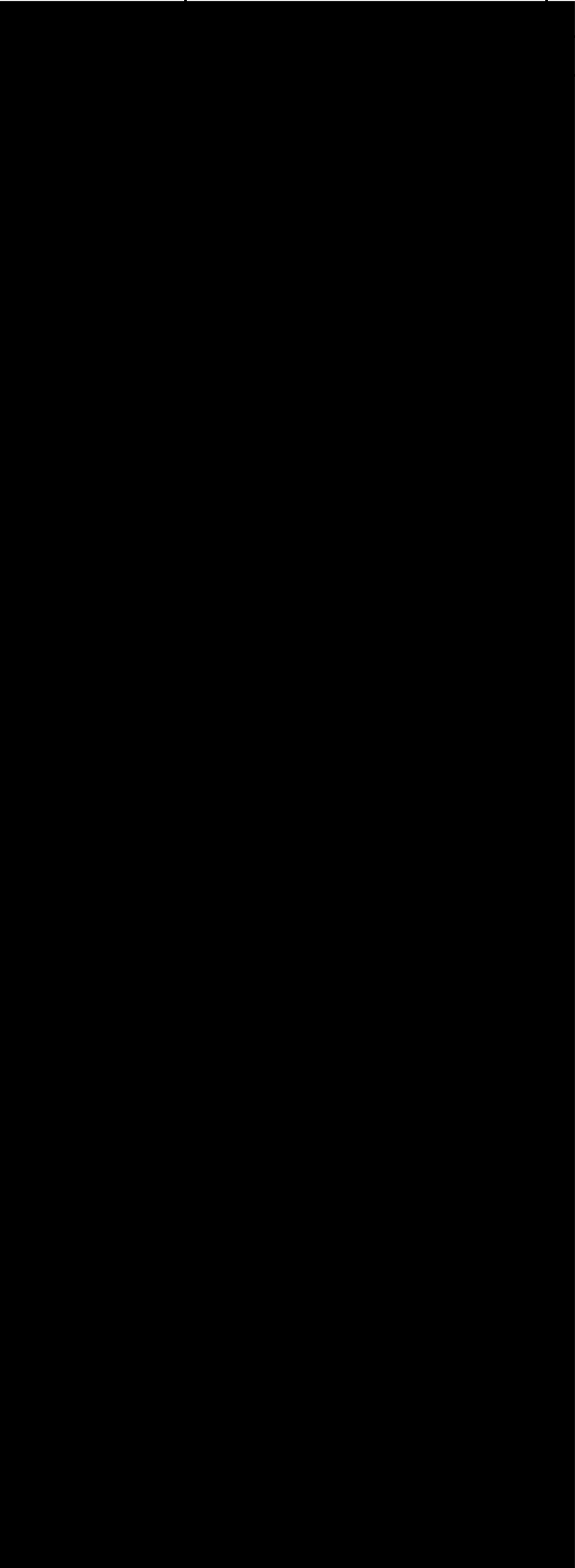
Procedure Administrator: Associate Provost

Authority: N.J.S.A. 18A:64-8

Effective Date: March 21, 1978; February 9, 2011; October 4, 2011; TBD

Review History:*

	Date
Procedure Administrator	02/23/2021
Faculty Senate	
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	06/14/2021
	08/18/2021



Procedure 4124: Headliners Awards Materials

Summary of Key Changes

The Procedure has been updated as follows:

Asked for the withdrawal of this procedure, as this collection has been removed from the library.

Review History:

	Date
Procedure Administrator	02/23/2021
Faculty Senate	
Divisional Executive	06/14/2021
General Counsel	10/01/2021
Cabinet	
President	



PROCEDURE

Borrowing of Library Materials

Procedure Administrator: Associate Provost

Authority:

Effective Date: June 4, 1998, June 9, 1998; February 2, 2011; October 4, 2011; TBD

Index Cross-References:

Procedure File Number: 4134

Approved By: Dr. Harvey Kesselman, President

I. PURPOSE:

To provide for the circulation of library materials to the members of the Stockton University community and beyond.

II. PROCEDURES:

A. Eligible Borrowers

- € Students and current and retired faculty and staff of Stockton University.
- € Stockton alumni are granted limited borrowing privileges and are subject to additional criteria. Alumni may apply for borrowing privileges at the library or the Office of Alumni Services.
- € Guests who are residents of the state of New Jersey and sixteen years of age or older may apply for a Community Borrower card.
- € Virtual Academic Libraries Environment (VALE) borrowers who are current faculty, staff, and students in good standing from VALE participating libraries must obtain a signed VALE Reciprocal
- € New Jersey Academic Libraries Network (NJALN) borrowers who are current faculty, staff, and students from NJALN libraries.
- € All borrowers have their own accounts in the L online library system (OLS) that contain their names, institutional or library identification numbers, contact information, items charged out, overdue items, lost items, and fees associated with unresolved financial obligations, if any.

B. Borrower Identification

Borrowers must present proper identification to the Circulation staff to borrow items from the Library. Proper identification is a valid Stockton ID card, a Stockton Alumni ID card, or -
Stockton users may apply for a Community Borrower card at the

Circulation desk.

C.

they are
scheduled to teach the following semester.

4. Alumni:

Alumni may borrow up to ten books, documents and/or circulating media. Books, audio books and documents circulate for a three-week loan period; circulating media has a five-day loan period unless the material is required by another user.

Alumni may renew books, audio books and documents twice in person, by telephone, or online unless they are required by another user. Circulating media may be renewed once unless required by another user.

5. Guests, VALE and NJALN Borrowers:

Guests and NJALN borrowers may borrow up to a total of five books and/or documents. Books and documents circulate for a three-week loan period unless the material is required by another user.

Guests and NJALN borrowers may renew books and documents twice in person, by telephone, or online unless they are required by another user.

The VALE reciprocal borrowing policy defers to those policies of the

materials are overdue for more than 28 days. Unpaid fines and charges may result in blocking a student from registering, requesting transcripts, or receiving a diploma. Faculty, staff, and current adjuncts are exempt from this provision.

Review History:

	Date
Procedure Administrator	08/31/2020

Procedure 4136: Reserve Collections

Summary of Key Changes

The Procedure has been updated as follows:

- € Minor changes were made to the elements of placing materials on reserve.

STOCKTON UNIVERSITY

PROCEDURE

Reserve Collections

Procedure Administrator: Associate Provost

Authority: N.J.S.A. 18A:64-8

Effective Date: June 24, 1998; July 9, 1998; February 2, 2011; TBD

Index Cross-References:

Procedure File Number: 4136

Approved By: Dr. Harvey Kesselman, President

I. PURPOSE:

To provide for a reserve collection in the University Library to assure that certain required or recommended reading items for courses will be readily available to students.

II. PROCEDURE:

It is the responsibility of the instructor to provide information to the Library regarding materials to be placed in the reserve collection.

A. What May be Placed in the Reserve Collection

1. The following types of library materials may be placed in the reserve collection: books from the circulating collection, government documents, maps, pamphlets, photocopies of journal articles and media (including materials in the instructor's possession). Interlibrary loaned books and media may not be placed in the reserve collection.
2. Personal materials may be placed in the reserve collection and will be maintained by the Library as other University materials. However, the Library does not assume liability for the loss or damage of personal materials placed in the reserve collection.
3. Materials placed in the reserve collection

by the instructor. Upon receipt by the Library, it is the responsibility of the instructor to then have the articles placed in the reserve collection.

2. The Library reserves the right not to place photocopies or replicated materials on reserve if doing so may violate copyri036.42 Z2 481.9ET

academic term.

5. When two or more instructors request the same title for reserve, the instructor to first make the request may s

Procedure 4137: Interlibrary Loan Service

Summary of Key Changes

The Procedure has been updated as follows:

- € Replaced the URL with the procedures to which the URL leads.



PROCEDURE

Interlibrary Loan Service

Procedure Administrator: Associate Provost

Authority: N.J.S.A. 18A:64-8

Effective Date: July 1, 1998, July 9, 1998; February 2, 2011; TBD

Index Cross-References:

Procedure File Number: 4137

Approved By: Dr. Harvey Kesselman, President

- I. **PURPOSE:** To describe how library patrons may use the University interlibrary loan service.

- II. **PROCEDURE:**
 1. Interlibrary Loan (ILL) service facilitates the loaning of library materials that are not held in the Richard E. Bjork Library and that are needed for individual research or study. This service is available to currently enrolled students and to currently employed faculty and staff.
 2. Patrons may not request materials that are held in the Richard E. Bjork Library unless that material is missing or lost.
 3. Faculty may use ILL to obtain digital files (journal articles or book chapters) to be placed on reserve but not to obtain physical items for reserve.
 4. There is no limit to the number of ILL requests an authorized patron may make except as limited by copyright laws.
 5. Fulfillment of ILL requests for undergraduate students is limited to libraries that do not charge for the service. Maximum charge limits are \$15 for graduate students and \$20 for faculty. The Library pays such charges and does not pass them on to the patron.
 6. All ILL requests must be made through the ILLiad online system. Other formats are not accepted.
 7. Requests for the following materials will not be accepted: large multi-volume titles, periodicals, books published in the current year, reference books, manuscript or archival materials, books in special collections whose loan would be restricted to in-library use, and fragile material that requires special handling. Requests for dissertations or theses are accepted only when circulating copies of those materials are available.
 8. Received loans are kept at the Circulation Desk for patron pickup. Digital files are electronically delivered to the patron.
 9. Loan periods for books are set by the lending library. Renewal requests must be made before the item becomes overdue, which the lending library may accept or reject. Renewal requests are made through the ILLiad system, through email, or by calling the ILL office.

10. Patrons are responsible for inspecting borrowed ILL material for existing damage, such as missing pages, torn pages, highlighting or other marks, stains or spots on any part of the material